**RUNNING THE AWARD AND DECLINE PROCESS IN GIFTS**

August 12, 2011

1. After receiving the go-ahead to award grants as presented, or after making any changes to the recommendations as requested by the Program Staff, the Grants Administrator awards the recommended requests in the database. At this point, these pending requests become grants.
	1. Search in the requests tab of Gifts for
	Meeting Date = (board date) and Status = Staff Recommend
	2. Select all and click on the green check mark at the upper menu items
	3. Be sure the award menu that you are now moving through uses the board meeting date as the grant date
	4. Okay the screen, and proceed with next and next and finish.
	5. If the system rejects awarding any of the grants, check to see if the grant amount equals the amount of payments and if the coding tab has been completed; if not, adjust either accordingly and run the award process for these items again
	6. Now you may wonder why all the items on the screen are gone. They are gone because they no longer match the criteria for the last search; they are no longer Pending/Staff Rec because they are now Approved/Active Grant, which is part of the criteria you will use when preparing the award letters and grant agreements.
2. Program Assistant will decline in the database those requests that were turned down at the meeting. At this point, these pending requests become declinations.
	1. Search in the requests tab of Gifts for
	Meeting Date = (board date) and Status = Staff Dec
	2. Select all and click on the red X mark at the upper menu items
	3. Be sure the declination screen you are now moving through uses the board meeting date as the declination date, and select from the drop down menu the declination reason and status code of “Turned Down”
	4. Okay the screen.
	5. Now you may wonder why all the items on the screen are gone. They are gone because they no longer match the criteria for the last search; they are no longer Pending/Staff Dec because they are now Declined/Turned Down, which is part of the criteria you will use when preparing the letters of declination.